

October 17, 2001

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom
Working Capital Fund Manager

SUBJECT: September Working Capital Fund Billing

This memorandum transmits the September 2001 charges to your program for the Working Capital Fund. A copy of this billing has been forwarded to the Chief Financial Officer to be recorded in the Headquarters Accounting System (DISCAS).

Financial Results For The Year

The original FY 2001 estimate for the Working Capital Fund overall was \$83.6 million. As of the end of September, actual fiscal year billings for all business lines totaled \$85.4 million. Overall costs for the FY were within \$1.8 million (2.2%) of the original budgetary estimates. The majority of the difference is due to rent reductions (\$3.4 M) offset by adding DOENet (\$2.7 M), customer directed building alterations (\$1.6 M), and greater than expected customer orders for Printing and Graphic services (\$0.9 M).

Excess customer payments of no-year appropriations will be carried forward to FY 2002 as uncosted obligation balances ("credits") in each customer's account. These balances may be applied by customers as reductions in advance payments to the Fund in FY 2002.

Initial Payments for FY 2002

By memorandum dated May 18, 2001, we issued guideline estimates for FY 2003 Corporate Review (CRB), which included revised estimates for FY 2001 and FY 2002. You are requested to authorize advance payment to the Fund as soon as FY 2002 funding is available. Please do so no later than the effective date of the November Approved Funding Program (AFP). Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

AFunds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available.@CFO Guidance issued September 1998, AWorking Capital

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities. Whether you use the standard format or not, we request that payments be authorized as a lump sum amount covering all WCF activity. We will initially apply the funds to each business line in proportion to projected FY 2002 costs.

Preparing for October 2001 Bill

Working Capital Fund budget contacts were notified by e-mail September 13, 2001 of the need to create new B&Rs for Online Learning and CHRIS. Many of the program customers have created B&Rs for these new WCF businesses. If your program has not, it is necessary to create these B&Rs, immediately. FY 2002 funding for these businesses must be reported in new B&Rs in addition to costs distributed in the October bill. If you have questions please call Bob Emond at x6-2354.

Cost and Payment Analysis

The following tables are attached to assist you with your comparative analysis of actual and projected WCF expenditures:

- Table I** Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
- Table II/III** Show the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle. For September, the amounts on this table (in whole dollars) are the same as amounts on Table III (in thousands).
- Table IV** Compares annualized cost projections (from Table III) to revised FY 2001 estimates provided with the FY 2002 Congressional Budget and to payments authorized year-to-date.

September Charges Per Business Line:

Supplies - The enclosed bill reflects actual usage of supplies for the month of September both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - Charges for outgoing metered mail and express shipments incurred during September are included with this billing. **Annual** charges for internal distribution services were billed in October.

Photocopying - This bill reflects charges for actual usage of staffed, central and dedicated facilities during September. Per copy rates for central and staffed facilities are 2.8 cents per copy. Per copy rates for dedicated copies 1.5 cents per copy. Color copies are 50.0 cents per copy.

Printing and Graphics - The enclosed bill reflects charges for printing jobs ordered and Federal Register notices published during September. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2000.

Building Occupancy - Standard Level Building Occupancy charges were completed for the year with the 4th Quarter billing in July. However, this bill does include charges for non-standard space alterations, utilities, office relocations and other E&F services requisitioned and performed prior to September 25.

Telephones - The September bill includes actual local and long distance charges for usage incurred during July. August and September charges were accrued in the August bill resulting in a full twelve months of charges. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Networking - September charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. Charges for DOENet are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Desktop Support - The enclosed Desktop bill incorporates time and materials charges for service actually used during September. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - Charges for the full **annual** amount assessed to your organization for FY 2001 were included with the October bill. These charges were based upon **actual** on-board staffing as of the first pay period in FY 2001.

WCF Information Sources, Working Capital Fund Web Page:

The updated Fourth edition of the WCF Guide to Services, Policies and Procedures is available. To get hardbound copies contact Bob Emond (6-2354) or Roscoe Harris (6-5527). An electronic version is available on the Working Capital Fund Web Page. Information available on the Web Page includes:

- o FY 2003/FY 2002 Budget Projections
- o The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- o Announcements of upcoming Board meetings and Board meeting minutes;
- o The latest edition of the WCF Guide;
- o Quarterly Financial Status Reviews
- o An explanatory Overview and historical background of the Fund.

The Web Page address is: <http://www.hr.doe.gov/wcf>

Please contact Ingrid Robinson (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202)586-3611
Information Management: Telephones Desktop Services Networking	Michael Orosz Ann Warnick	(301) 903-2957 (301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Jean Morgan	(301) 903-5858
Billing Process and Policies	Bob Emond	(202)586-2354
	Roscoe Harris	(202)586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

cc: Working Capital Fund Board
Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Van Doren	
BPA	W. Marlowe	R. Seifert
CFO	J. Ross	
CI/PA	L. I. Brown	
CN	C. Karis	
DP	R. Greenberg	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IN	L. Cain	
MA/AB/QM/S	H. Borgstrom	
NA	J. Arcidiacono	
NE	W. Carroll	L. Soo Hoo
NN	T. Ryder	J. Crogan
NR	H. Pak	
OA	L. Gasperow	
PML	M. Livingston	D. Meyers
PO/IA	S. Browne	C. Jagessar
RW	L. Barrett	D. LeVan
SC	M. Vallette	B. Lasky
SO	R. Shores	N. McNulty
WT	G. King	M. Mescher

WCF BOARD MEMBERS

CFO/ME	B. Carnes		
EE	D. Garman		
EH	S. Carey	IN	L. Sanchez
EI	M. Hutzler	NE	W. Magwood
EM	J. Roberson	NNSA	J. Gordon
FE	R. Kripowicz	PI	V. Bailey
GC	L. Otis	SC	J. Decker
		SO	J. Mahaley

Summary of Current Month Bill - September, 2001
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	24	5	0	5	28	0	28	2,798	0	0	0
BCA	20	0	0	0	-136	0	-136	0	0	0	0
BPA	65	79	0	79	0	0	0	1,425	0	0	0
CI	1,591	1,130	0	1,130	1,730	605	2,335	12,110	0	190	190
CN	1,396	494	0	494	1,034	1,663	2,697	1,646	0	300	300
CR	9,816	932	0	932	1,453	4,320	5,773	49,302	0	185	185
DP	23,598	565	0	565	3,806	2,959	6,765	22,467	0	1,680	1,680
ED	1,472	602	0	602	11,778	108	11,886	3,687	0	250	250
EE	22,583	21,701	0	21,701	1,517	6,728	8,246	28,213	0	6,265	6,265
EH	14,454	878	0	878	2,075	1,730	3,805	20,693	0	6,569	6,569
EIA	18,414	9,360	0	9,360	-862	4,546	3,684	92,795	0	45	45
EM	22,007	1,379	0	1,379	9,132	6,350	15,482	29,616	0	1,730	1,730
FE	9,024	3,215	0	3,215	3,207	767	3,974	27,321	0	290	290
GC	3,694	190	0	190	2,278	672	2,950	71,487	0	0	0
HG	769	415	0	415	690	2	692	23,164	0	0	0
IA	5,279	43	0	43	0	487	487	957	0	90	90
IG	3,064	2,092	0	2,092	1,093	790	1,883	9,748	0	120	120
IN	1,732	415	0	415	873	34	907	329	0	6,975	6,975
MA	30,931	11,416	0	11,416	12,691	10,791	23,482	99,083	0	2,972	2,972
NA	2,648	106	0	106	0	0	0	220	0	0	0
NE	4,838	510	0	510	926	1,376	2,302	7,491	0	380	380
NN	14,613	1,012	0	1,012	7,132	2,106	9,238	4,273	0	2,479	2,479
NR	0	0	0	0	0	3	3	4,462	0	0	0
OA	1,782	730	0	730	463	547	1,009	1	0	0	0
PA	2,392	722	0	722	319	8,523	8,843	22,553	0	10	10
PC	0	0	0	0	0	0	0	0	0	0	0
PO	598	104	0	104	0	0	0	1,589	0	0	0
RW	2,150	64	0	64	983	867	1,850	15,793	0	150	150
S	1,841	165	0	165	387	0	387	3,992	0	0	0
SC	14,251	12,429	0	12,429	951	3,934	4,885	9,336	0	0	0
SO	27,290	6,565	0	6,565	5,876	4,575	10,451	27,961	0	11,705	11,705
WAPA	65	121	0	121	-4	0	-4	13,262	0	0	0
WT	957	1,374	0	1,374	426	561	987	614	0	120	120
NNSA	40,860	1,683	0	1,683	10,938	5,068	16,006	31,422	0	4,159	4,159
Bus. Line	0	0	0	0	0	0	0	1,192	0	0	0
TOTAL	243,359	78,813	0	78,813	69,846	65,045	134,890	609,580	0	42,505	42,505

Note: 'NNSA= NA, NN, NR and DP

Summary of Current Month Bill - September, 2001
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT ADMINISTRATION	FUND TOTAL September
AB	8	749	757	197	543	0	0	0	4,351
BCA	39	561	600	166	47	0	0	0	697
BPA	66	973	1,039	0	97	0	0	0	2,705
CI	637	3,032	3,668	1,200	1,569	0	0	0	23,794
CN	619	6,326	6,944	304	1,379	0	0	0	15,160
CR	3,043	22,233	25,276	2,130	22,895	240	0	0	116,549
DP	4,204	32,003	36,207	3,687	64,965	0	0	0	159,934
ED	593	3,706	4,299	533	2,427	720	0	0	25,875
EE	8,347	31,628	39,975	5,966	66,216	680	0	0	199,844
EH	5,826	22,757	28,584	4,121	23,330	0	0	0	102,435
EIA	11,860	31,291	43,151	38	1,313	6,160	0	0	174,959
EM	15,323	39,264	54,587	6,939	64,135	1,040	0	0	196,915
FE	3,567	16,844	20,410	8,965	29,367	0	0	0	102,567
GC	1,571	12,689	14,260	1,764	7,022	0	0	0	101,367
HG	293	2,470	2,763	438	1,045	0	0	0	29,285
IA	1,721	5,689	7,410	276	4,366	0	0	0	18,909
IG	1,364	7,523	8,887	1,739	8,818	0	0	0	36,351
IN	656	4,005	4,661	1,539	131	0	0	0	16,688
MA	8,239	57,979	66,218	10,065	42,448	480	0	0	287,095
NA	774	3,855	4,629	0	3,697	0	0	0	11,300
NE	1,734	10,742	12,476	1,806	7,150	0	0	0	36,953
NN	16,955	23,469	40,423	8,222	12,567	720	0	0	93,547
NR	0	0	0	0	1,050	0	0	0	5,515
OA	406	3,069	3,475	130	1,987	0	0	0	9,114
PA	448	2,920	3,367	850	1,757	0	0	0	40,493
PC	0	0	0	0	0	0	0	0	0
PO	873	2,920	3,792	1,487	2,450	0	0	0	10,020
RW	1,841	7,187	9,028	2,172	5,067	0	0	0	36,274
S	807	4,529	5,336	509	1,796	0	0	0	14,027
SC	4,303	26,426	30,728	4,062	40,312	0	0	0	116,004
SO	9,378	66,027	75,405	13,003	35,859	1,440	0	0	209,679
WAPA	115	636	751	0	20,567	0	0	0	34,762
WT	238	1,647	1,885	479	1,471	0	0	0	7,887
NNSA	21,933	59,327	81,260	11,909	82,279	720	0	0	270,298
Bus. Line	0	0	0	0	0	0	0	0	1,192
TOTAL	105,847	455,149	560,995	82,786	477,842	11,480	0	0	2,242,251

Summary of Year-To-Date Billing Thru September, 2001
(Thousands)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	3,852	2,232	9,500	11,732	1,690	12,670	14,360	29,463	129,539	0	129,539
BCA	279	96	0	96	180	320	500	11,053	215,616	0	215,616
BPA	3,949	297	9,500	9,797	0	2,477	2,477	33,488	94,154	40	94,194
CI	19,518	8,461	19,000	27,461	13,941	11,367	25,308	21,692	489,898	2,040	491,938
CN	23,224	8,967	9,500	18,467	25,352	19,892	45,244	28,577	598,032	6,985	605,017
CR	130,691	15,948	57,000	72,948	74,840	40,768	115,608	188,334	1,877,858	32,722	1,910,580
DP	246,474	13,181	19,000	32,181	45,374	80,892	126,266	73,833	2,932,379	475,344	3,407,723
ED	20,606	4,116	38,000	42,116	19,406	23,314	42,720	49,612	425,293	1,358	426,651
EE	261,431	194,203	9,500	203,703	35,189	169,280	204,469	501,577	3,623,837	124,519	3,748,356
EH	151,720	19,555	28,500	48,055	62,123	47,056	109,179	115,539	3,012,713	18,009	3,030,722
EIA	202,986	148,771	76,000	224,771	7,289	149,883	157,172	747,964	5,024,468	16,573	5,041,041
EM	245,227	26,973	38,000	64,973	169,619	48,252	217,871	189,832	4,671,195	20,587	4,691,782
FE	117,182	36,182	19,000	55,182	48,126	29,972	78,098	273,919	1,730,870	17,156	1,748,026
GC	51,284	2,771	23,750	26,521	29,052	9,557	38,609	145,857	2,010,975	46,916	2,057,891
HG	9,430	4,789	9,500	14,289	9,210	571	9,781	99,368	792,364	0	792,364
IA	49,328	3,336	14,250	17,586	10,990	7,436	18,426	14,807	640,203	3,230	643,433
IG	33,708	19,481	19,000	38,481	9,461	19,878	29,339	52,288	1,174,389	7,369	1,181,758
IN	15,995	5,957	9,500	15,457	22,252	2,454	24,706	3,593	906,756	48,347	955,103
MA	379,517	142,542	223,250	365,792	189,927	272,278	462,205	658,347	8,292,283	226,949	8,519,232
NA	26,156	754	3,960	4,714	464	914	1,378	2,491	264,319	132,160	396,479
NE	47,603	9,332	29,500	38,832	30,866	18,356	49,222	56,728	971,631	1,890	973,521
NN	114,858	11,361	24,544	35,905	96,825	33,936	130,761	86,827	2,599,060	32,912	2,631,972
NR	1,198	38	0	38	352	289	641	5,742	199,540	0	199,540
OA	23,878	6,334	9,500	15,834	5,467	6,392	11,859	419	262,586	2,125	264,711
PA	18,863	5,691	28,500	34,191	21,389	145,443	166,832	132,917	370,951	22,009	392,960
PC	2,879	41	9,500	9,541	1,060	4,343	5,403	120	59,597	15	59,612
PO	20,188	3,826	14,250	18,076	5,818	12,796	18,614	63,749	457,290	13,838	471,128
RW	18,890	1,376	9,500	10,876	10,666	8,248	18,914	46,842	903,429	2,570	905,999
S	22,741	3,424	9,500	12,924	2,388	1,353	3,741	56,025	593,773	0	593,773
SC	220,030	58,345	19,000	77,345	16,355	74,521	90,876	185,896	1,940,644	966	1,941,610
SO	360,474	45,318	119,544	164,862	60,824	78,546	139,370	108,631	7,190,155	342,020	7,532,175
WAPA	1,398	391	9,500	9,891	-4	205	201	53,222	100,280	205	100,485
WT	11,109	4,855	9,500	14,355	5,574	5,195	10,769	7,627	253,433	475	253,908
NNSA	388,686	25,334	47,504	72,838	143,015	116,031	259,046	168,893	5,995,298	640,416	6,635,714
Bus. Line	6,383	0	0	0	0	715	715	14,162	0	0	0
TOTAL	2,863,049	808,944	928,048	1,736,992	1,032,065	1,339,569	2,371,634	4,060,541	54,809,510	1,599,329	56,408,839

Summary of Year-To-Date Billing Thru September, 2001
(THOUSANDS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT FUND ADMINISTRATION	TOTAL BILLING YEAR-TO-DATE
AB	-40	8,878	8,838	1,639	7,583	0	1,855	0	208,861
BCA	487	6,187	6,674	2,068	1,173	0	1,325	0	238,784
BPA	1,538	11,598	13,136	0	634	0	0	0	157,675
CI	6,429	36,987	43,416	13,784	21,228	0	9,806	0	674,151
CN	9,127	72,263	81,390	4,976	17,753	1,920	5,035	0	831,603
CR	35,116	252,331	287,447	38,025	254,855	12,240	56,448	0	3,067,176
DP	59,343	368,845	428,188	49,931	792,014	51,160	512,273	0	5,720,043
ED	4,964	43,859	48,823	8,016	34,586	19,440	10,601	0	703,171
EE	107,739	380,022	487,761	106,733	592,335	53,320	141,518	0	6,301,203
EH	73,131	275,224	348,355	48,767	291,778	32,640	77,384	0	4,254,139
EIA	180,992	373,107	554,099	4,078	60,550	185,440	98,851	0	7,276,952
EM	195,453	472,128	667,581	101,179	858,308	42,200	558,652	0	7,637,605
FE	50,412	204,959	255,371	116,864	391,499	138,120	252,294	0	3,426,555
GC	22,303	152,591	174,894	20,810	106,229	2,880	41,872	0	2,666,847
HG	3,123	28,410	31,533	5,901	19,407	0	10,336	0	992,409
IA	25,850	68,040	93,890	11,265	58,876	0	16,431	0	924,042
IG	19,849	92,450	112,299	26,240	137,140	560	72,614	0	1,684,427
IN	7,648	46,807	54,455	17,764	6,482	800	10,866	0	1,105,221
MA	105,170	712,802	817,972	176,057	582,669	90,240	130,122	0	12,182,153
NA	-5,803	28,009	22,206	1,125	26,612	0	1,590	0	482,751
NE	21,607	129,398	151,005	22,154	98,572	10,480	28,622	0	1,476,739
NN	179,530	273,058	452,588	99,801	149,068	25,520	41,342	0	3,768,642
NR	7,981	38,200	46,181	0	32,174	0	48,763	0	334,277
OA	-5,338	37,174	31,836	1,772	25,578	0	11,131	0	387,018
PA	5,106	36,042	41,148	12,708	24,169	0	8,480	0	832,268
PC	-399	2,499	2,100	1,206	4,383	0	1,325	0	86,569
PO	12,741	36,119	48,860	19,156	34,766	2,720	11,661	0	708,918
RW	40,057	88,144	128,201	27,570	89,978	4,960	44,257	0	1,296,487
S	10,135	54,971	65,106	11,717	24,950	0	7,950	0	798,927
SC	55,214	314,920	370,134	59,704	596,760	0	399,113	0	3,941,468
SO	147,718	785,987	933,705	182,179	432,435	28,200	85,070	0	9,967,101
WAPA	1,511	7,707	9,218	0	329,688	0	398,848	0	902,951
WT	3,418	21,082	24,500	5,894	20,594	480	5,565	0	354,801
NNSA	241,051	708,112	949,163	150,857	999,868	76,680	603,968	0	10,305,713
Bus. Line	0	0	0	0	0	0	0	0	21,260
TOTAL	1,382,112	5,460,798	6,842,910	1,199,083	6,124,826	703,320	3,102,000	0	85,413,194

Annualized Costs as of September, 2001

Thousands

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	INDIRECT FUND ADMIN.	TOTAL ANNUALIZED
AB	4	12	14	29	130	9	2	8	0	2	0	209
BCA	0	0	1	11	216	7	2	1	0	1	0	239
BPA	4	10	2	33	94	13	0	1	0	0	0	158
CI	20	27	25	22	492	43	14	21	0	10	0	674
CN	23	18	45	29	605	81	5	18	2	5	0	832
CR	131	73	116	188	1,911	287	38	255	12	56	0	3,067
DP	246	32	126	74	3,408	428	50	792	51	512	0	5,720
ED	21	42	43	50	427	49	8	35	19	11	0	703
EE	261	204	204	502	3,748	488	107	592	53	142	0	6,301
EH	152	48	109	116	3,031	348	49	292	33	77	0	4,254
EIA	203	225	157	748	5,041	554	4	61	185	99	0	7,277
EM	245	65	218	190	4,692	668	101	858	42	559	0	7,638
FE	117	55	78	274	1,748	255	117	391	138	252	0	3,427
GC	51	27	39	146	2,058	175	21	106	3	42	0	2,667
HG	9	14	10	99	792	32	6	19	0	10	0	992
IA	49	18	18	15	643	94	11	59	0	16	0	924
IG	34	38	29	52	1,182	112	26	137	1	73	0	1,684
IN	16	15	25	4	955	54	18	6	1	11	0	1,105
MA	380	366	462	658	8,519	818	176	583	90	130	0	12,182
NA	26	5	1	2	396	22	1	27	0	2	0	483
NE	48	39	49	57	974	151	22	99	10	29	0	1,477
NN	115	36	131	87	2,632	453	100	149	26	41	0	3,769
NR	1	0	1	6	200	46	0	32	0	49	0	334
OA	24	16	12	0	265	32	2	26	0	11	0	387
PA	19	34	167	133	393	41	13	24	0	8	0	832
PC	3	10	5	0	60	2	1	4	0	1	0	87
PO	20	18	19	64	471	49	19	35	3	12	0	709
RW	19	11	19	47	906	128	28	90	5	44	0	1,296
S	23	13	4	56	594	65	12	25	0	8	0	799
SC	220	77	91	186	1,942	370	60	597	0	399	0	3,941
SO	360	165	139	109	7,532	934	182	432	28	85	0	9,967
WAPA	1	10	0	53	100	9	0	330	0	399	0	903
WT	11	14	11	8	254	25	6	21	0	6	0	355
NNSA	389	73	259	169	6,636	949	151	1,000	77	604	0	10,306
Bus. Line	6	0	1	14	0	0	0	0	0	0	0	21
TOTAL	2,863	1,737	2,372	4,061	56,409	6,843	1,199	6,125	703	3,102	0	85,413

Note: 'NNSA= NA, NN, NR and DP

**Comparison As of September, 2001
Annualized Costs to Budget Estimates and Payments**

TABLE IV

		Benchmarks		Comparisons		
ORG CODE	Total Annualized Costs	FY 2001 Estimate (FY 2002 Cong. Rev Dec 14, 2000)	Payments Advanced	Annual Projected VS Revised Budget (\$)	Annual Projected VS Revised Budget (%)	Payments VS Annual Projected
AB	209	210	238	-1	0%	29
BCA	239	235	260	4	2%	21
BPA	158	155	158	3	2%	N/A
CI	674	683	695	-9	-1%	21
CN	832	784	840	47	6%	9
CR	3,067	2,765	3,067	302	10%	0
DP	5,720	5,459	5,720	261	5%	0
ED	703	705	755	-1	0%	52
EE	6,301	5,779	6,699	522	8%	397
EH	4,254	4,494	4,493	-240	-6%	239
EIA	7,277	7,174	7,832	103	1%	555
EM	7,638	7,812	7,780	-174	-2%	143
FE	3,427	3,218	3,684	208	6%	258
GC	2,667	2,702	3,011	-35	-1%	345
HG	992	1,038	992	-45	-5%	0
IA	924	930	1,205	-6	-1%	281
IG	1,684	1,766	1,769	-82	-5%	85
IN	1,105	1,069	1,105	36	3%	0
MA	12,182	11,723	14,528	460	4%	2,346
NA	483	0	869	483	100%	386
NE	1,477	1,525	1,540	-48	-3%	63
NN	3,769	3,488	3,827	280	7%	58
NR	334	742	504	-407	-122%	170
OA	387	420	430	-33	-8%	43
PA	832	837	1,075	-5	-1%	243
PC	87	154	155	-68	-78%	68
PO	709	684	741	24	3%	32
RW	1,296	1,394	1,399	-97	-7%	103
S	799	863	898	-64	-8%	99
SC	3,941	3,962	4,104	-20	-1%	163
SO	9,967	9,763	10,091	204	2%	124
WAPA	903	976	903	-73	-8%	N/A
WT	355	386	571	-31	-9%	216
NNSA	10,306	9,689	10,920	616	6%	614
Bus. Line	21	0	21	21	100%	0
TOTAL	85,413	83,893	91,958	1,520	2%	6,544

Note: 'NNSA= NA, NN, NR and DP

DP costs includes NA-1 charges

Note: Payments include prior year carryover

memorandum

DATE:

TO: Working Capital Fund, MA 1.4

FROM: (Program Office)

SUBJECT: Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a “first incurred” or “most imperative” basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified. It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____